

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE

POSITION OPENING

Museum Assistant (Summer)



The Haines Borough is accepting applications for a seasonal Museum Assistant. This position performs museum operations under the direction of the Museum Director and Community Coordinator, assists with collections documentation and with other special museum projects as assigned, and interprets local history. The work schedule will be flexible (25-40 hours per week during summer).

Minimum Qualifications: High School diploma (minimum). College degree preferred; museum studies degree preferred. Ability to use the Museum's computer programs including PastPerfect, the collections database. Ability to work a flexible schedule that will sometimes include weekends, evenings and holidays. Position requires performing physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds. It requires lifting and moving objects and other collection items with special care in accordance with acceptable museum standards. Good general physical health including the ability to walk up and down stairs.

Wage: Starting wage is \$14.75/hour with PERS retirement and SBS (in lieu of Social Security). Holiday and personal leave benefits with optional union membership.

Application Deadline: 5:00pm, Tuesday, May 31, 2016, or thereafter until filled.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesalaska.gov or by contacting:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 S. Third Ave.
Phone: 907-766-2231 Fax: 907-766-2716
jcozzi@haines.ak.us or kkielsmeier@haines.ak.us

Posted 5/16/16 – Krista Kielsmeier, Deputy Clerk